

Jobs Throughout the U.S., Open to All Applicants

****PLEASE READ ALL INFORMATION CAREFULLY****

POSITION: Accountant, GS-0510-13

ANNOUNCEMENT NUMBER: OST-R78-4-0323

SERIES & GRADE: GS-0510-13

SALARY RANGE: 69762 - 90692

PROMOTION POTENTIAL: 13

OPENING DATE: 09/23/2004

CLOSING DATE: 10/07/2004

DUTY LOCATIONS: 001 vacancy Albuquerque [including Kirtland AFB], NM

WHAT WILL I BE DOING IN THIS POSITION?

The Office of the Special Trustee for American Indians (OST), Trust Services has the important mission of assuring the highest level of accuracy, responsiveness, and services in the collection, investment, and disbursement of all trust resources belonging to Native Americans. The Reporting Staff in this Office is looking for an outstanding candidate to serve as an Accountant. On the Reporting Staff, Accountants play a critical role in OST's mission in that they are responsible for Government reporting of financial accounting information. If selected for this position, you will serve as an Accountant performing professional accounting in support of trust tax administration and reporting of the OST. You will serve as a lead technical expert on all matters relating to trust funds tax accounting and reporting, including providing technical assistance on problems of a highly technical nature pertaining to trust tax accounting for which there are no published guidelines relating to implementation and administration of trust funds tax accounting and reporting. You will also be responsible for the preparation and filing of fiduciary tax forms for every applicable trust account. Additionally, you will review and analyze existing tax and fiduciary accounting procedures, make recommendations for changes, and conduct special research in order to modify procedures to enable OST to support results of audits.

This position requires a thorough knowledge of accounting principles, theories, and practices as well as an in-depth knowledge of tax accounting and income tax filing laws and procedures. Also required is the analytical and writing ability to conduct research of tax codes and laws and to create or revise procedures or guidance accordingly. To succeed in this position, you must also exhibit leadership skills necessary to advise and assist others in carrying out their mission. Finally, expert skill in creating and utilizing spreadsheets and databases of information is a MUST.

If selected you will be working in the Office of the Special Trustee for American Indians, Trust Services, Office of Trust Reporting and Reconciliation, Reporting Staff, Albuquerque, New Mexico.

GENERAL INFORMATION

Applications to be accepted from: All U.S. Citizens

Relocation Expenses: WILL be paid

Work Schedule: Full-Time

Type of position: Permanent

HOW DO I KNOW IF I QUALIFY FOR THIS POSITION?

To qualify for this position, you must meet the OPM prescribed Qualification Standards as of the closing date of this announcement.

The OPM prescribed Qualification Standards for the GS-13 for this position are described below. You must meet the criterion in EITHER A. OR B. as described in order to qualify:

A. A degree in accounting or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours in business law.

OR

B. A combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college level education, and training that provided professional accounting knowledge.

YOU MUST ALSO HAVE ONE OF THE FOLLOWING:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;

OR

2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination;

OR

3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester hour requirement of paragraph A, provided that:

(a) you have successfully demonstrated the ability to perform work of the GS-11 or higher level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining;

AND

(b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A;

AND

(c) except for literal nonconformance to the

requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

In addition to the basic requirement stated above, you must have at least one full year of specialized experience at the GS-12 level. For this position, specialized experience is defined as utilizing an in-depth knowledge of accounting principles and practices to compile, test, analyze and summarize accounting or financial tax related data for the purpose of preparing reports, papers, or other written products. Also included is the expert skill in utilizing spreadsheet and database computer programs to develop and maintain tables and records of financial/accounting information as well as analytical ability to research financial/accounting issues and ad hoc requests.

In addition to meeting the qualification requirements for this position, all applicants must meet the following Selective Placement Factor in order to be determined basically qualified for this position and receive further consideration. You must have at least one year of experience working with federal income tax preparation in a trust fund or trust fund related field, such as in a trust company or the trust department of a financial institution, or a corporation that prepares tax forms, which provided you with a thorough working knowledge of and experience in the federal tax code for trust fund income taxes.

HOW DO I APPLY FOR THIS POSITION?

Applying is a 3 step process. You have until midnight eastern time to complete the application process.

1. Submit your Resume ONLINE by typing or pasting it into ROARS.

Note: If you have never used ROARS you will need to register as a new user. Your resume will automatically be submitted to the job at midnight of the closing date.

Access ROARS at

<https://jobs.quickhire.com/scripts/mms.exe>

2. Complete the online application questionnaire using ROARS. Upon completion you will receive electronic acknowledgement that your application questionnaire has been successfully transmitted. Select the "I would like a copy of the questions and my responses sent to my e-mail account" option to have your responses emailed to you.

3. Do not submit any additional documents at this time unless you are claiming Veteran's Preference, Indian Preference, or consideration as an ICTAP eligible. Please be prepared, however, as you may be contacted via email within a few days of the closing date of the announcement to submit supporting documentation (SF-50, transcripts, verification of special hiring authority). Unsolicited documents will not be kept or used as part of your application.

Point of contact: DEU Helpdesk

Phone: 703-787-1446

E-mail: mmsroars@mms.gov

Fax for veterans, Indian Preference, and ICTAP documents only: 703-787-1465 (Note: Do not submit any other documents to this fax number. Unsolicited

documents will not be kept or used as part of your application.)

NOTE : If you do not have internet access, you must speak to someone in the point of contact listed on this announcement PRIOR TO THE CLOSING DATE for assistance. If disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person.

- HOW WILL MY APPLICATION BE EVALUATED?
- <http://www.mms.gov/adm/ROARS/faq.htm#q42>
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- WHAT INFORMATION MUST VETERANS PROVIDE?
- <http://www.mms.gov/adm/ROARS/faq.htm#qs5>
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- SPECIAL INFORMATION ON ICTAP/CTAP ELIGIBLES
- <http://www.mms.gov/adm/ROARS/faq.htm#qs7>
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- WHAT IS THE OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS (OST)?
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- <http://www.ost.doi.gov>
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- WHAT BENEFITS ARE PERMANENT EMPLOYEES ENTITLED TO?
- <http://www.usajobs.opm.gov/EI61.asp>
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HOW WILL I KNOW THE STATUS OF MY APPLICATION AFTER THE ANNOUNCEMENT CLOSES?

You can check on the status of you application at any time by logging on to ROARS at <https://jobs.quickhire.com/scripts/mms.exe> and clicking 'View My Application Status'.

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